

## **Executive Assistant – Non-Classified**

### **Description of Job:**

#### **Essential Job Functions:**

- Scheduling events and meetings for the Lt. Governor including sorting requests, communicating regrets, collecting event details, confirming speaking times, parking, and managing weekly scheduling meetings
- Assembling daily notebooks and briefing materials for Lt. Governor including schedules, maps, talking points and related materials, and background reading
- Creating agendas for and scheduling meetings relating to the Lt. Governor's role as Executive Director of Higher Education
- Participating in organization and coordination of outreach activities for the Lt. Governor/Executive Director
- Coordinating travel arrangements for Lt. Governor/Executive Director
- Drafting correspondence
- Receiving guests to the Lt. Governor's Office
- Ensuring the Lt. Governor's office is staffed appropriately including answering phone calls
- Coordinating all logistics for CCHE meetings, including site arrangements, travel arrangements for commissioners, assembling CCHE agenda items, and transcribing minutes from each meeting
- As necessary, staffing the Lt. Governor at events

#### **Additional Job Functions:**

- Filing documents and correspondence, including the creation of new files and archiving of documents
- Performing other administrative tasks as required

#### **Required Education, Skills, and Experience:**

- Excellent written and verbal communication skills
- Associate's degree
- Minimum of one year in a customer service, executive assistance, or office management
- Intermediate to advanced computer skills; Microsoft Word, Excel and Outlook
- Excellent organizational skills with the ability to prioritize and multi-task
- Deep-seated respect for people of every background
- Excellent follow-up and follow through

- Ability to establish and maintain effective working relationships with peers, supervisory staff, other departments and the general public
- Attention to detail

**Conditions of Employment:**

- Must be able to work 8:00am to 5:00pm with occasional evening work and minimal travel
- Valid driver's license

**How to Apply:**

Thank you for your interest. Submit an on-line application by visiting <http://agency.governmentjobs.com/colorado> or submit your resume, cover letter, writing sample(not longer than two pages), and at least three references to Colorado Department of Higher Education, Attn; Executive Assistant Search, 1560 Broadway, Suite 1600, Denver CO 80202

Please direct questions to Dr. Matt Gianneschi, Deputy Executive Director.  
(303) 866-2723